

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SPECIFICATIONS FOR JANITORIAL SERVICE

AIR TRAFFIC CONTROL TOWER (ATCT), UPS, BASE BUILDING  
NATIONAL WEATHER SERVICE OFFICE  
**AND AIRWAY FACILITIES SYSTEM SUPPORT CENTER**  
DAYTONA BEACH INTERNATIONAL AIRPORT  
DAYTONA BEACH, FLORIDA

1. **SCOPE:** The intent of these specifications is to outline the minimum requirements for janitorial services to be performed at the (approximately) 8,200 square foot Daytona Beach ATCT/UPS/Base Building, located at 2302 Bellevue Avenue, the National Weather Service Office located at 2304 Bellevue Avenue, and Airway Facilities System Support Center, located at 1580 Aviation Center Parkway, Daytona Beach, FL.
2. **GENERAL INFORMATION:** The buildings in which the work of this contract is to be performed are occupied by Government officials and employees and are visited daily by many persons who are required to conduct business with the Government. For the protection of the buildings and equipment, and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence of such practices as dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor who will be required to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such request will result either in the corrective work being done by the Government employees and the cost charged to the Contractor, or in the termination of the contract, or both as provided elsewhere herein.
3. **SPECIAL REQUIREMENTS:** The contractor must be have a current active Dun & Bradstreet number (DUNS), as will be indicated on [www.ccr.gov](http://www.ccr.gov).
4. **STANDARD OF SERVICES:** The Contractor shall provide a qualified work force meeting the contract requirements. The Contractor will be required to attend a conference prior to the start of this contract with the Contracting Officer's Representative (COR) for the purpose of resolving the work schedule, the equipment supply lists, and any other part of this contract. The Contractor shall contact the Airway Facilities System

Support Center Manager or his/her designated representative to determine the name of the individual who will represent the Government and arrange for the time of the pre-contract conference. Whenever the term "Building Superintendent" is mentioned, it shall be construed to mean the Airway Facilities System Support Center Manager or his/her designated representative (Contracting Officer's Representative).

5. GOVERNMENT FURNISHED PROPERTY: Electrical power will be furnished by the Government from existing power outlets for the Contractor to operate such equipment as is necessary in the performance of his work. The Government will also make available to the Contractor the use of hot and cold water in the amount necessary to accomplish the work.

6. CONTRACTOR FURNISHED PROPERTY: The Contractor will be required to supply hand soap, paper towels, toilet tissue and deodorizers in the quantities required. The contractor will also be required to furnish all mechanical and electrical apparatuses, (buffers, vacuum, etc.) carts, hand tools, cleaning and dusting materials, plastic bags, waxes, solvents, rags, steel wool, ash receptacle sand and disinfectants, etc. The Contractor shall submit a complete list of all such items that he intends to use prior to the start of this contract for the approval of the Contracting Officer's Representative. Material Safety Data Sheets (MSDS) sheets shall, where applicable, be provided to the COR for any supplies/materials brought into the facility. These sheets are provided by the supplier and should be available at time of purchase. The Contractor shall also properly identify all equipment and maintain this equipment in proper working order. Contractor shall use Spartain Upper Limits or an equal non-skid floor wax with a percentage of solids not less than 25%. The wax shall be buffed with a high-speed (RPM speed not less than 2000 RPM) finishing buffer.

7. SUPERVISION: The Contractor is responsible to see that all scheduled work is accomplished either by being present or by periodic visits and inspections of the areas covered by the contract. As a minimum, the contractor is required to be present monthly for a walk-thru inspection of the facilities. The date and time of this inspection shall be mutually determined by the COR and the contractor. If in the opinion of the Contracting Officers representative, the supervision furnished by the Contractor is not satisfactory, the Contractor will be so notified in writing and will be placed on two week's notice to correct the supervisory deficiency. The Contractor is required to provide to the COR a 24 hour telephone number so that the contractor can be reached in an emergency or in the event daily tasks are not performed on schedule. Answering machines are not acceptable.

8. WORK SCHEDULE: It may become necessary on occasion that the Contractor or his representative will be instructed to cease operation. Recognition shall be taken of this "stop work" order and the Contractor will not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

## SCHEDULE OF WORK:

This schedule of work is not inclusive of all required services. The contractor is expected to perform such cleaning tasks as may be necessary to maintain a clean professional appearance of the facility. The following schedule of work is the expected minimum and sets the frequency for those tasks.

a. DAILY WORK - Perform the following work for all areas, Monday through Sunday, excluding holidays, (seven times per week).

(1) Break room: Sweep tile floor. Remove any spills or unsightly spots that may be present with a damp mop. Use a broom to sweep under tables and other areas. Clean sink fixtures. Collect paper and trash, wipe all break room tables, discarding all day old newspapers, magazines, and trash left on tables. Replenish paper towels. Clean tile floors, remove any spills or unsightly spots that may be present with a damp mop. Use a broom to sweep under tables, desks and workbenches and other areas not accessible to a dust mop.

(2) Rest Rooms: Wash and clean all wash bowls, urinals, toilet bowls and bowl seats using a cleaner-disinfectant solution. Wipe and polish counter tops. Empty waste receptacles in restrooms. Mop lavatory floors with cleaner-disinfectant solution. Clean gum and other stains from floor and drain grids. Replenish towels and toilet tissue. Check and add soap to liquid soap dispensers. Replace air fresheners if necessary. Clean mirrors in the restrooms. Polish bright metal surfaces.

(3) TRACON: Vacuum Carpet. Collect paper and trash. Clean and polish drinking fountain.

(4) Tower Cab: Vacuum Carpet. Collect paper and trash.

(5) Outside entrances and break area: Collect paper and trash. Empty ash receptacles. Police areas.

b. DAILY WORK - Perform the following work for all areas Monday, Tuesday, Wednesday, Friday and Sunday, excluding holidays, (five times per week).

(1) Break Rooms: Sweep tile floor. Remove any spills or unsightly spots that may be present with a damp mop. Use a broom to sweep under tables and other areas. Clean sink fixtures. Collect paper and trash, wipe all break room tables, discarding all day old newspapers, magazines, and trash left on tables. Clean tile floors, remove any spills or unsightly spots that may be present with a damp mop. Use a broom to sweep under tables, desks and workbenches and other areas not accessible to a dust mop.

(2) Rest Rooms: Wash and clean all wash bowls, urinals, toilet bowls and bowl seats using a cleaner-disinfectant solution. Wipe and polish counter tops. Empty waste receptacles in restrooms. Mop lavatory floors with cleaner-disinfectant solution. Clean gum and other stains from floor and drain grids. Replenish towels and toilet tissue. Check and add soap to liquid soap dispensers. Replace air fresheners if necessary. Clean mirrors in the restrooms. Polish bright metal surfaces.

(3) TRACON: Vacuum Carpet. Collect paper and trash. Clean and polish drinking fountain.

(4) Tower Cab: Vacuum Carpet. Collect paper and trash.

(5) Hallway: Sweep tile floor. Clean and polish drinking fountains.

(6) Stairwells: Sweep stairwells and landings, top to bottom.

c. DAILY WORK - Perform the following work for all areas Monday, Wednesday and Friday, excluding holidays, (three times per week).

(1) Offices: Vacuum Carpets. Collect paper and trash.

d. DAILY WORK - Perform the following work for all areas Monday and Friday, excluding holidays, (two times per week).

(1) Passenger Elevator Cab: Sweep tile floor.

(2) Training/Conference Room: Vacuum carpet. Collect paper and trash.

e. WEEKLY WORK: The following work shall be performed each Monday: (excluding holidays when tasks shall be performed on the following Tuesday)

(1) Rest rooms: Spot clean walls/partitions. Dust tops of lockers/ledges. Polish bright metal surfaces. Replace urinal and commode cakes and air freshener, if necessary.

(2) Hallways: Damp mop, spray a solution of diluted wax on tile and machine buff tile floors, making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards! Clean glass doors.

(3) Locker Areas: Dust tops of lockers and any other furnishings in the area.

(4) Outside entrances and break area: Clean glass doors and walls. Polish bright metal surfaces.

(5) UPS Building: Sweep tile floor. Collect paper and trash. Police area outside entrance to building.

(6) Tower cab: Dust lower 12 inches of Tower Cab sun shades following special instructions set forth in paragraph 9.o.(1). The weekly dusting does not require removal of the sun shades. Wipe down all window ledges, removing all dust, dirt, etc.

(7) National Weather Service Office – vacuum/dust mop as appropriate. Wash tiled areas with damp mop. Clean rest room as described in b.(2), above, Collect all paper and trash and dispose of in appropriate receptacle. Dust all furniture, taking care not to displace items or papers.

f. BI-WEEKLY WORK: The following work shall be performed every first and third Monday of each month.

(1) Wash the ATCT outside windows. This process must remove water spots and not leave streaks, smears, etc. The cleaning times must be coordinated with Air Traffic so as not to interfere with Air Traffic operations. Clean the window sills in the tower cab with a damp cloth. Dust all areas including any furniture and consoles with duster capable of holding debris.

(2) Hallways: Dust all ledges, furniture and tops of picture frames. Clean inside of glass walls. Polish bright metal surfaces.

(3) Break room: Damp mop, spray a solution of diluted wax on tile and machine buff tile floors, making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards! Dust all ledges, furniture and tops of appliances. Clean inside of windows.

(4) Passenger Elevator Cab: Damp mop, spray a solution of diluted wax on tile and machine buff tile floors, making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards!

g. MONTHLY WORK: The following work shall be performed during the first week of each month:

(1) Tower cab: Wash inside windows. Clean lower Tower Cab sun shades following special instructions set forth in paragraph 9.o.(2). The monthly dusting does not require removal of the sun shades.

(2) TRACON: Dust all ledges, tops of consoles and furniture.

(3) Offices: Dust all ledges and furniture, insuring removal of dust and debris collected. Clean inside windows.

(4) Stairwell: Dust all ledges and handrails.

(5) Locker areas: Polish bright metal surfaces.

(6) Passenger Elevator Cab: Polish bright metal surfaces.

(7) Janitor closet: Sweep and mop floor.

(8) Outside entrances and break areas: Replace sand in all urn style ash receptacles with clean sand.

h. QUARTERLY WORK: The following work shall be performed the second week of December, March, June and September.

(1) Tower cab: Polish bright metal surfaces. Vacuum plenums.

(2) TRACON: Spot clean walls and partitions. Polish bright metal surfaces. Vacuum wall carpet and plenums.

(3) FAA offices and NWS office: Vacuum all vinyl and upholstered furniture using attachments to clean behind and between cushions and openings. Clean all stains and spots from fabric using a suitable upholstery cleaner. Spot clean walls and partitions. Polish bright metal surfaces.

(4) Training/Conference Room: Spot clean walls/partitions. Dust all ledges and furniture. Polish bright metal surfaces.

(5) Break room: Damp mop, spray a solution of diluted wax on tile and machine buff tile floors, making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards! Spot clean walls and partitions. Vacuum all vinyl and upholstered furniture using attachments to clean behind and between cushions and openings. Clean all stains and spots from fabric using a suitable upholstery cleaner.

(6) Locker areas: Spot clean walls and partitions. Vacuum all vinyl and upholstered furniture using attachments to clean behind and between cushions and openings. Clean all stains and spots from fabric using a suitable upholstery cleaner.

(7) UPS Building: Damp mop, spray a solution of diluted wax on tile and machine buff tile floors, making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards! Spot clean walls and partitions.

i. WORK REQUIREMENTS: Except as specifically approved otherwise, the following times will be adhered to in the accomplishment of contract requirements: Daily ATCT - Contractor will enter the ATCT building at a time approved by the COR and ATM, and will be admitted by the security guard on duty. Major tasks such as floor stripping and waxing must be performed at night date and time will be coordinated with the COR well in advance of work. Window cleaning in the Air Traffic Control Cab must be accomplished at a date and time so as not to interfere with air Traffic operations, coordinated with COR. NWS Office – Monday morning after completion of ATCT facility.

j. SEMI-ANNUAL WORK: The following work shall be performed during the third week of October and March, dates and times will be coordinated with COR.

(1) Shampoo ALL carpets using method set forth in paragraph 11.b.

(2) Vacuum ALL vinyl and upholstered furniture in all offices, break room, and ladies restrooms using attachments to clean behind and between cushions and openings. Clean all stains and spots from fabric using a suitable upholstery cleaner. Clean and polish bright metal table and chair legs/pedestals.

(3) Mop ALL concrete floors and steps using an industrial strength cleaner.

(4) Mop, wax and buff ALL tile floors, including elevator. Do not get wax on baseboards. Insure that wax and dirt build-up shall not be allowed to accumulate around edges and corners of doors. If wax gets on adjoining carpet, immediately clean from carpet so as not to leave a stain.

(5) Clean sun shades in tower cab by commercial vender familiar with particular guidance in cleaning of sun shades in accordance with Para (3), Page 12.

k. ANNUAL WORK: The following work will be performed the first two weeks of March, dates and times will be coordinated with COR.

(1) Wash clean ALL walls and partitions in corridors, landings, upper stairway, offices, and restrooms, and elevator.

(2) Clean ALL light fixtures and clean cob webs or dust motes from all ceiling areas.

(3) Wash ALL windows, inside and outside, including those in the ATCT tower shaft stairwell. Outside windows will require the use of a lime removal agent to remove the accumulated buildup.

(4) Thoroughly strip ALL tile floors and base boards including the elevator; then seal and re-wax with an approved wax. Do not get wax on baseboards. Insure that wax and dirt build-up shall not be allowed to accumulate around edges and corners of doors. If wax gets on adjoining carpet, immediately clean from carpet so as not to leave a stain. Machine buff all tile floors. Strip bathroom floors and clean tile grout.

NOTE: The Contractor shall inform himself/herself of the difficulties attendant upon the cleaning of security areas in the buildings covered by this contract and include in his/her bid all costs in connection herewith. This topic will be discussed during the walk-thru of the facility. The control room, electronic equipment room, and tower cab are designated security areas. The work performed in these areas is directed toward the control and separation of air traffic in the area. The importance of this operation cannot be over stressed. Interference of any kind by the Contractor, his/her employees, or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could result in the loss of a human life. The Contractor will NOT clean electronic devices and, under no circumstances use fluids of any nature closely thereto, without the approval of the Manager, System Support Center, Daytona Beach, Florida.

a. GENERAL REQUIREMENTS:

(1) Contractor shall furnish plastic bags to accommodate all waste paper, bottles, cups, lunch/ready room garbage, etc. Containers shall be covered and placed in the location provided by the FAA. This waste shall be removed from the premises according to the collection schedule. All waste containers used in the buildings will be lined with plastic bags and replaced daily. All trash placed in the dumpster will be in plastic bags



and tied. All cardboard boxes will be broken down and flattened before placing in trash containers.

(2) The Contractor shall collect and remove from the buildings all packing material and empty shipping containers as directed by the COR.

(3) The Contractor shall provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.

(4) The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the buildings and to parking in authorized spaces provided.

(5) The Contractor will be responsible for seeing that his/her employees do not displace papers on desks, open desk drawers or cabinets, or use telephones provided for official Government use. However, if office furniture is in need of dusting, contractor will check with responsible FAA employee for that area before moving papers for dusting. No personnel other than those actually performing or supervising the work to be done shall be allowed on the premises.

(6) Storage space, janitor's closets, and locker rooms:

(a) Space available in the buildings for storage purposes will be assigned to the Contractor for the storage of his/her bulk supplies and the equipment which he/she will use in performance of the work of the contract. He/she will be expected to keep this space in a neat and orderly condition. Mop buckets shall be rinsed and stored empty.

(b) Janitor's closets may be used by the individual cleaners for storing mops, brooms, dust cloths, and other items. It is required that these closets and the stored equipment be kept scrupulously neat and clean to avoid fire and health hazards. Only a minimum supply of paper goods can be stored at any one time due to limited space.

(c) Failure to keep any of the facilities described above in a condition satisfactory to the COR may result in the withdrawal of the privileges of using them or the COR may have them cleaned and the cost of such work charged to the Contractor.

(d) The Government will not be responsible for damage to the Contractor's stored supplies, materials, or equipment; the supplies, materials or equipment kept in janitor's closets; or the Contractor's employees' personal belongings occasioned by fire, theft, accident, or otherwise.

b. EXPLANATION OF TERMS:

(1) Scrubbing: Whenever it is stated that certain areas as to be scrubbed unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush. The Building Superintendent will determine which method is used to satisfactorily scrub area. The area being scrubbed will be roped off and OSHA approved "Wet Floor" washing sign posted.

(2) Mopping: Whenever wet mop is referred to, it shall mean to use a mop and hot or warm water with detergent to remove grime and dirt from the floor and then using a mop and clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry. Damp mopping is similar to wet mopping except that the amount of water in the mop shall be reduced so as to prevent the running of water where it may damage adjacent areas not intended to be wetted. NOTE: The Contractor will provide OSHA approved "Wet Floor" warning signs in all areas being mopped or waxed. Mop water may not be left in the mop bucket and shall be emptied daily.

(3) Floor Washing: This technique is used at facilities where there is rubber matting. This should be washed with hot soapy water and thoroughly dried, or if the mats are removable, taken up and washed outdoors and left to dry. After they are thoroughly dry they should be reinstalled on the facility floor making sure that the floor itself is thoroughly dry.

(4) Waxing: Whenever waxing is referred to it shall mean to apply a minimum of one even coat of a COR approved heavy duty wax with a clean mop used only for this purpose. EXCEPTION: after stripping, a minimum of three heavy coats of this wax shall be applied. NOTE: Contractor will provide OSHA approved "Wet Floor" warning signs in all areas being mopped or waxed.

(5) Buffing: Whenever buffing is referred to it shall mean to spray buff with a minimum of one heavy coat of the proper wax. A final buff shall be made with a felt pad to give mirror-like finish on floors. The buffing machine is required to be a high speed high temperature machine capable of producing a high gloss shine.

## **9. SPECIFICATIONS FOR JANITORIAL SERVICES**

a. VACUUM CARPET: Vacuum carpet with an industrial type vacuum cleaner. Furniture is not to be removed, but areas under bookcases, desks, etc. shall not be allowed to accumulate dust and dirt.

b. DUST/SWEEP TILE FLOOR: Keep floors clean either by dust mop or by

vacuum cleaner. Tile floors shall be cleaned with a dust attracting dust mop. Care shall be taken to keep corners and areas adjacent to furniture and equipment clean.

c. MOP FLOOR: Mopping shall mean to use a mop and hot or warm water with detergent to remove grim and dirt from the floor and then using a mop with clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry.

d. MOP/BUFF TILE FLOOR: Damp mop and polish the floor to remove traffic marks. Temper overall floor luster to uniform appearance.

e. MOP/WAX/BUFF TILE FLOOR: Mop floors and add wax to heavily used areas and buff to produce an even, clean, and uniform appearance. Do not apply wax over soil, smudges, or other marks.

f. CLEAN PLUMBING FIXTURES AND MIRRORS: Remove residue from fixtures and clean and polish to present a cleaned and polish appearance. Mirrors shall be cleaned and wiped dry to leave a clean surface free of streaks or smudges.

g. COLLECT PAPER AND TRASH: Remove trash from waste receptacles. Remove boxes or other materials left in disposal areas. Remove and dispose of trash in accordance with local requirements.

h. SPOT-CLEAN WALLS/PARTITIONS: Remove smudge marks on surface by using appropriate cleaning products.

i. CLEAN FURNITURE: Dust or damp wipe upholstered furniture. Wash un-upholstered furniture.

j. REPLENISH SOAP AND PAPER: Refill liquid hand soap containers. Check soap dispensers for proper operation, clean as required. Provide soap bars as required. Paper dispensers will be refilled as required to provide availability.

k. CLEAN LIGHT FIXTURES AND SPOT-CLEAN WALLS AND CEILINGS: Remove buildup from fixtures, ceilings, and walls using appropriate cleaning methods.

l. DUST: Remove dust from furniture, windowsills, and other low surfaces using a suitable dusting agent. Do not simply move the dust around, remove it. No electronic equipment will be dusted. Papers or working materials will not be disturbed during the dusting process.

m. WASH WINDOWS (INSIDE): Windows will be cleaned and left free of smudges or marks. Cleaning solutions used must not produce a film.

n. WASH WINDOWS (OUTSIDE): Same method as inside except special cleaning agent and processes may be necessary to remove hard water stains and build-up.

NOTE: It should be noted that windows associated with the Air Traffic Tower Cab require a high quality of cleaning using care not to scratch or damage as these windows are an important part of the Air Traffic Control Tower System.

o. The cleaning of sunshades by Plastic-View Transparent Shades, Inc., and installed in the Air Traffic Control Tower shall follow the manufacturer's recommended cleaning and maintenance procedures which are as follows:

(1) Weekly: The bottom 12 inches of the shade is the area or part of the shade most susceptible to accumulating smoke, dust, and other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished back and front using a soft cloth such as a chamois or diaper (or similar type cloth) that has been dampened with a mild cleaning liquid such as Product 409, Mirror Glaze, Windex, or any similar type plastic cleaner. When dusting, the worker should wear clean cloth gloves or keep a soft cloth on both hands to prevent any smudging of the shades with fingerprints. Some cleaners will "milk-up" if allowed to dry on the sunshade.

(2) Semi-Annual (third week in October and March): To prevent a "cake" type build-up on the shades and a loss of transparency, the entire shade shall be thoroughly dusted and cleaned at least once a month. Dusting and cleaning should be accomplished using a soft dampened cloth with a cleaning liquid as specified in "Weekly" cleaning above.

(3) Cleaning Procedures:

(a) Tiny areas (less than one square foot at a time) must be worked in a circular motion.

(b) Squirt cleaner on to shade, rub hard with a soft cloth without crinkling or denting shade, usually by pushing it up against the window. If the worker is unable to clean the shades in their normal positions, the shades shall be removed for cleaning. Extreme caution shall be used to prevent the scratching, wrinkling, or otherwise damaging of the plastic material. If so removed, each shade shall be returned to its original position.

(c) Dry immediately with a paper towel. Some cleaners will "milk-up" if allowed to dry on the shades.

p. CLEAN GLASS WALLS remove dirt or smudges and leave surfaces clean and free of film.

q. CLEAN GLASS DOORS remove handprints on metal and glass surfaces. Clean glass and leave free of film.

r. CLEAN BRIGHT METAL: Clean and polish bright metal such as doorknobs, door hand releases, and trim.

s. POLICE: Pick-up trash and dispose of in accordance with local requirements.

t. VACUUM OR SWEEP FLOOR: Vacuum exposed carpet with an industrial type vacuum cleaner. Furniture is not to be moved. Carpet under furniture is to be cleaned with a whiskbroom as needed. Sweep non-carpeted floors using a push broom or dust mop.

u. VACUUM WALL CARPETS: Vacuum exposed carpet with an industrial type vacuum cleaner. No equipment is to be moved to facilitate cleaning.

10. SPECIAL NOTES:

a. For the purpose of this contract, the following are specified as Legal Holidays:

- (1) New Year's Day (January 1st)
- (2) Martin Luther King's Birthday (January 15th)
- (3) Presidents' Day (3rd Monday in February)
- (4) Memorial Day (last Monday in May)
- (5) Independence Day (July 4th)
- (6) Labor Day (first Monday in September)
- (7) Columbus Day (2nd Monday in October)
- (8) Veteran's Day (November 11th)
- (9) Thanksgiving Day (4th Thursday in November)
- (10) Christmas Day (December 25th)
- (11) Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

b. Any other holiday not specified above will not be considered as a legal holiday and regular janitorial services will be required. In the event one of these legal holidays falls on a Saturday or Sunday, another day will be specified by the COR.



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WD 05-2109 (Rev.-4) was first posted on www.wdol.gov on 06/05/2007

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2109  
Revision No.: 4  
Date Of Revision: 05/29/2007

State: Florida

Area: Florida Counties of Flagler, Volusia

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	11.40
01012 - Accounting Clerk II	13.31
01013 - Accounting Clerk III	14.96
01020 - Administrative Assistant	16.78
01040 - Court Reporter	13.88
01051 - Data Entry Operator I	10.56
01052 - Data Entry Operator II	11.92
01060 - Dispatcher, Motor Vehicle	12.84
01070 - Document Preparation Clerk	9.66
01090 - Duplicating Machine Operator	9.66
01111 - General Clerk I	10.46
01112 - General Clerk II	11.35
01113 - General Clerk III	12.75
01120 - Housing Referral Assistant	15.12
01141 - Messenger Courier	11.09
01191 - Order Clerk I	9.85
01192 - Order Clerk II	10.97
01261 - Personnel Assistant (Employment) I	12.74
01262 - Personnel Assistant (Employment) II	14.64
01263 - Personnel Assistant (Employment) III	15.94
01270 - Production Control Clerk	15.17
01280 - Receptionist	9.74
01290 - Rental Clerk	10.17
01300 - Scheduler, Maintenance	11.64
01311 - Secretary I	11.64
01312 - Secretary II	13.88
01313 - Secretary III	15.12
01320 - Service Order Dispatcher	10.58
01410 - Supply Technician	16.78
01420 - Survey Worker	12.99
01531 - Travel Clerk I	11.18
01532 - Travel Clerk II	11.67
01533 - Travel Clerk III	12.20
01611 - Word Processor I	10.54
01612 - Word Processor II	11.83
01613 - Word Processor III	13.23
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.80
05010 - Automotive Electrician	15.47
05040 - Automotive Glass Installer	14.67

05070 - Automotive Worker	14.67
05110 - Mobile Equipment Servicer	12.61
05130 - Motor Equipment Metal Mechanic	16.29
05160 - Motor Equipment Metal Worker	14.67
05190 - Motor Vehicle Mechanic	16.29
05220 - Motor Vehicle Mechanic Helper	12.06
05250 - Motor Vehicle Upholstery Worker	13.85
05280 - Motor Vehicle Wrecker	14.67
05310 - Painter, Automotive	15.47
05340 - Radiator Repair Specialist	14.67
05370 - Tire Repairer	11.11
05400 - Transmission Repair Specialist	16.29
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.18
07041 - Cook I	9.58
07042 - Cook II	10.90
07070 - Dishwasher	7.30
07130 - Food Service Worker	8.38
07210 - Meat Cutter	12.97
07260 - Waiter/Waitress	7.66
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	12.77
09040 - Furniture Handler	10.84
09080 - Furniture Refinisher	13.96
09090 - Furniture Refinisher Helper	10.85
09110 - Furniture Repairer, Minor	12.39
09130 - Upholsterer	13.96
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.48
11060 - Elevator Operator	8.48
11090 - Gardener	12.50
11122 - Housekeeping Aide	8.54
11150 - Janitor	8.95
11210 - Laborer, Grounds Maintenance	9.66
11240 - Maid or Houseman	7.60
11260 - Pruner	8.51
11270 - Tractor Operator	11.28
11330 - Trail Maintenance Worker	9.66
11360 - Window Cleaner	9.82
12000 - Health Occupations	
12010 - Ambulance Driver	13.12
12011 - Breath Alcohol Technician	15.79
12012 - Certified Occupational Therapist Assistant	20.49
12015 - Certified Physical Therapist Assistant	21.09
12020 - Dental Assistant	14.07
12025 - Dental Hygienist	26.31
12030 - EKG Technician	15.63
12035 - Electroneurodiagnostic Technologist	15.63
12040 - Emergency Medical Technician	13.12
12071 - Licensed Practical Nurse I	14.12
12072 - Licensed Practical Nurse II	15.79
12073 - Licensed Practical Nurse III	17.61
12100 - Medical Assistant	11.65
12130 - Medical Laboratory Technician	15.52
12160 - Medical Record Clerk	11.83
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	12.47
12210 - Nuclear Medicine Technologist	29.85
12221 - Nursing Assistant I	9.25
12222 - Nursing Assistant II	10.39
12223 - Nursing Assistant III	11.34
12224 - Nursing Assistant IV	12.74
12235 - Optical Dispenser	14.41
12236 - Optical Technician	11.82

12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.73
12305 - Radiologic Technologist	22.15
12311 - Registered Nurse I	19.76
12312 - Registered Nurse II	24.17
12313 - Registered Nurse II, Specialist	24.17
12314 - Registered Nurse III	29.25
12315 - Registered Nurse III, Anesthetist	29.25
12316 - Registered Nurse IV	35.04
12317 - Scheduler (Drug and Alcohol Testing)	18.51
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.12
13012 - Exhibits Specialist II	22.45
13013 - Exhibits Specialist III	27.46
13041 - Illustrator I	18.12
13042 - Illustrator II	22.45
13043 - Illustrator III	27.46
13047 - Librarian	24.85
13050 - Library Aide/Clerk	10.92
13054 - Library Information Technology Systems Administrator	22.44
13058 - Library Technician	12.49
13061 - Media Specialist I	11.17
13062 - Media Specialist II	12.49
13063 - Media Specialist III	13.92
13071 - Photographer I	14.44
13072 - Photographer II	17.66
13073 - Photographer III	22.17
13074 - Photographer IV	27.06
13075 - Photographer V	32.84
13110 - Video Teleconference Technician	14.26
14000 - Information Technology Occupations	
14041 - Computer Operator I	12.46
14042 - Computer Operator II	14.99
14043 - Computer Operator III	17.97
14044 - Computer Operator IV	19.92
14045 - Computer Operator V	22.10
14071 - Computer Programmer I (1)	14.61
14072 - Computer Programmer II (1)	18.08
14073 - Computer Programmer III (1)	21.77
14074 - Computer Programmer IV (1)	26.33
14101 - Computer Systems Analyst I (1)	22.84
14102 - Computer Systems Analyst II (1)	27.08
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	12.46
14160 - Personal Computer Support Technician	19.92
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	21.10
15020 - Aircrew Training Devices Instructor (Rated)	27.08
15030 - Air Crew Training Devices Instructor (Pilot)	30.60
15050 - Computer Based Training Specialist / Instructor	21.65
15060 - Educational Technologist	27.29
15070 - Flight Instructor (Pilot)	30.60
15080 - Graphic Artist	16.91
15090 - Technical Instructor	16.09
15095 - Technical Instructor/Course Developer	19.67
15110 - Test Proctor	13.68
15120 - Tutor	12.98
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.68
16030 - Counter Attendant	8.68
16040 - Dry Cleaner	10.43
16070 - Finisher, Flatwork, Machine	8.68
16090 - Presser, Hand	8.68
16110 - Presser, Machine, Drycleaning	8.68

16130 - Presser, Machine, Shirts	8.68
16160 - Presser, Machine, Wearing Apparel, Laundry	8.68
16190 - Sewing Machine Operator	11.18
16220 - Tailor	11.79
16250 - Washer, Machine	9.22
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.20
19040 - Tool And Die Maker	19.08
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.10
21030 - Material Coordinator	15.17
21040 - Material Expediter	15.17
21050 - Material Handling Laborer	8.73
21071 - Order Filler	10.47
21080 - Production Line Worker (Food Processing)	12.56
21110 - Shipping Packer	11.07
21130 - Shipping/Receiving Clerk	11.29
21140 - Store Worker I	8.89
21150 - Stock Clerk	12.68
21210 - Tools And Parts Attendant	13.10
21410 - Warehouse Specialist	13.10
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	19.28
23021 - Aircraft Mechanic I	18.37
23022 - Aircraft Mechanic II	19.28
23023 - Aircraft Mechanic III	20.25
23040 - Aircraft Mechanic Helper	13.04
23050 - Aircraft, Painter	15.39
23060 - Aircraft Servicer	15.01
23080 - Aircraft Worker	16.12
23110 - Appliance Mechanic	15.72
23120 - Bicycle Repairer	10.18
23125 - Cable Splicer	17.06
23130 - Carpenter, Maintenance	13.68
23140 - Carpet Layer	16.47
23160 - Electrician, Maintenance	15.08
23181 - Electronics Technician Maintenance I	18.40
23182 - Electronics Technician Maintenance II	19.37
23183 - Electronics Technician Maintenance III	20.33
23260 - Fabric Worker	12.35
23290 - Fire Alarm System Mechanic	14.20
23310 - Fire Extinguisher Repairer	11.42
23311 - Fuel Distribution System Mechanic	15.78
23312 - Fuel Distribution System Operator	15.32
23370 - General Maintenance Worker	12.27
23380 - Ground Support Equipment Mechanic	18.37
23381 - Ground Support Equipment Servicer	15.01
23382 - Ground Support Equipment Worker	16.12
23391 - Gunsmith I	11.42
23392 - Gunsmith II	13.26
23393 - Gunsmith III	15.12
23410 - Heating, Ventilation And Air-Conditioning Mechanic	13.93
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
14.63	
23430 - Heavy Equipment Mechanic	15.18
23440 - Heavy Equipment Operator	14.43
23460 - Instrument Mechanic	15.12
23465 - Laboratory/Shelter Mechanic	14.19
23470 - Laborer	8.73
23510 - Locksmith	13.96
23530 - Machinery Maintenance Mechanic	16.63
23550 - Machinist, Maintenance	15.31
23580 - Maintenance Trades Helper	9.86
23591 - Metrology Technician I	15.12

23592 - Metrology Technician II	16.05
23593 - Metrology Technician III	16.98
23640 - Millwright	15.12
23710 - Office Appliance Repairer	13.24
23760 - Painter, Maintenance	12.69
23790 - Pipefitter, Maintenance	15.39
23810 - Plumber, Maintenance	14.92
23820 - Pneudraulic Systems Mechanic	15.12
23850 - Rigger	15.12
23870 - Scale Mechanic	13.26
23890 - Sheet-Metal Worker, Maintenance	13.44
23910 - Small Engine Mechanic	13.26
23931 - Telecommunications Mechanic I	17.06
23932 - Telecommunications Mechanic II	18.10
23950 - Telephone Lineman	16.55
23960 - Welder, Combination, Maintenance	13.88
23965 - Well Driller	15.12
23970 - Woodcraft Worker	15.12
23980 - Woodworker	13.95
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.12
24580 - Child Care Center Clerk	10.32
24610 - Chore Aide	8.56
24620 - Family Readiness And Support Services Coordinator	11.41
24630 - Homemaker	12.39
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.57
25040 - Sewage Plant Operator	17.02
25070 - Stationary Engineer	15.57
25190 - Ventilation Equipment Tender	10.82
25210 - Water Treatment Plant Operator	17.02
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.43
27007 - Baggage Inspector	8.75
27008 - Corrections Officer	16.53
27010 - Court Security Officer	16.53
27030 - Detection Dog Handler	12.37
27040 - Detention Officer	16.53
27070 - Firefighter	16.22
27101 - Guard I	8.75
27102 - Guard II	12.37
27131 - Police Officer I	16.83
27132 - Police Officer II	18.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.08
28042 - Carnival Equipment Repairer	12.27
28043 - Carnival Equipment Worker	8.64
28210 - Gate Attendant/Gate Tender	12.36
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	13.83
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	12.39
28630 - Sports Official	11.01
28690 - Swimming Pool Operator	14.81
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	14.92
29020 - Hatch Tender	14.92
29030 - Line Handler	14.92
29041 - Stevedore I	12.68
29042 - Stevedore II	15.80
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.73
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.03

30021 - Archeological Technician I	18.06
30022 - Archeological Technician II	20.32
30023 - Archeological Technician III	25.08
30030 - Cartographic Technician	25.08
30040 - Civil Engineering Technician	19.83
30061 - Drafter/CAD Operator I	16.20
30062 - Drafter/CAD Operator II	20.55
30063 - Drafter/CAD Operator III	22.82
30064 - Drafter/CAD Operator IV	25.08
30081 - Engineering Technician I	12.89
30082 - Engineering Technician II	16.02
30083 - Engineering Technician III	20.31
30084 - Engineering Technician IV	24.79
30085 - Engineering Technician V	30.21
30086 - Engineering Technician VI	36.60
30090 - Environmental Technician	16.83
30210 - Laboratory Technician	15.87
30240 - Mathematical Technician	25.08
30361 - Paralegal/Legal Assistant I	14.90
30362 - Paralegal/Legal Assistant II	18.00
30363 - Paralegal/Legal Assistant III	22.02
30364 - Paralegal/Legal Assistant IV	26.63
30390 - Photo-Optics Technician	25.08
30461 - Technical Writer I	24.79
30462 - Technical Writer II	30.21
30463 - Technical Writer III	35.56
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	18.36
30621 - Weather Observer, Senior (3)	20.39
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.32
31030 - Bus Driver	12.90
31043 - Driver Courier	10.74
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	10.83
31310 - Taxi Driver	10.26
31361 - Truckdriver, Light	10.83
31362 - Truckdriver, Medium	12.04
31363 - Truckdriver, Heavy	14.76
31364 - Truckdriver, Tractor-Trailer	14.76
99000 - Miscellaneous Occupations	
99030 - Cashier	8.42
99050 - Desk Clerk	8.12
99095 - Embalmer	24.22
99251 - Laboratory Animal Caretaker I	9.19
99252 - Laboratory Animal Caretaker II	9.65
99310 - Mortician	25.34
99410 - Pest Controller	13.11
99510 - Photofinishing Worker	10.64
99710 - Recycling Laborer	11.74
99711 - Recycling Specialist	13.06
99730 - Refuse Collector	10.17
99810 - Sales Clerk	11.43
99820 - School Crossing Guard	10.17
99830 - Survey Party Chief	14.43
99831 - Surveying Aide	9.45
99832 - Surveying Technician	12.95
99840 - Vending Machine Attendant	11.10
99841 - Vending Machine Repairer	12.24
99842 - Vending Machine Repairer Helper	11.10

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.



**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}**

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees

performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(h)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

## BUSINESS DECLARATION

1. Name of Firm: \_\_\_\_\_
2. Address of Firm: \_\_\_\_\_
3. Telephone Number of Firm: \_\_\_\_\_
4. (a) Name of Person Making Declaration: \_\_\_\_\_  
(b) Telephone Number of Person Making Declaration: \_\_\_\_\_  
(c) Position Held In The Company: \_\_\_\_\_
5. Controlling Interest In Company ("X" All Appropriate Boxes)  
( ) Black American ( ) Hispanic American ( ) Native American  
( ) Asian American ( ) Female-Non Minority ( ) Male-Non Minority  
( ) Female ( ) Male ( ) 8(a) Certified-Certification Letter Attached
6. Is the person identified in Number 5 above responsible for day-to-day management and policy decision making, including, but not limited to, financial and management decisions? ( ) Yes ( ) No  
If "No", provide the name and telephone number of the person who has the authority. \_\_\_\_\_
7. Nature of Business - Specify major services/products: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. (a) Years firm as been in business \_\_\_\_\_ (b) Number of employees \_\_\_\_\_
9. Type of Ownership: ( ) Sole Ownership ( ) Partnership ( ) Other-Explain Below  
\_\_\_\_\_  
\_\_\_\_\_
10. Gross receipts of firm for last three years:  
Year Ending \_\_\_\_\_ Gross Receipts \$ \_\_\_\_\_  
Year Ending \_\_\_\_\_ Gross Receipts \$ \_\_\_\_\_  
Year Ending \_\_\_\_\_ Gross Receipts \$ \_\_\_\_\_
11. Is the firm a small business? ( ) Yes ( ) No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING \_\_\_\_\_  
(Name of Business) ARE TRUE AND CORRECT TO THE BEST  
OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO  
CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 U.S.C.1001.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

**CERTIFICATION OF INVOICE**

I hereby certify, to the best of my knowledge and belief, that --

- (1) The amount requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retrain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

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Contractor Name

---

Contract Number

---

Title

---

Invoice Number

---

Date

**Delphi Vendor Entry Worksheet****\*\* Bold/Yellow indicates required fields \*\***

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_

**SUPPLIER NAME:** \_\_\_\_\_ ☐ New ☐ Modifying

**TAXPAYER ID:** \_\_\_\_\_ **DUNS or DUNS + 4 NO.** \_\_\_\_\_

**CLASSIFICATION/TYPE:** ☐ No Cost Lease/Award ☐ Vendor ☐ Federal Agency

**FEDERAL AGENCY LOCATION CODE (ALC):** \_\_\_\_\_ \* For New Agencies

**GENERAL:** Parent Supplier Name: \_\_\_\_\_  
 Tax ID Number: \_\_\_\_\_

**ORGANIZATION TYPE:** ☐ Corporation ☐ Government Agency  
☐ Individual ☐ Partnership  
☐ Foreign Corp / Govt Agency / Indiv / Partner  
☐ Reimbursable Non-Govt (Supplier/Grant Sponsor/State & Local Govt)

**CCR: VENDOR IS REGISTERED:** ☐ Yes ☐ No

**SUPPLIER SITES:** (Additional sites or additional Tax Reporting Address forward as attachment)  
☐ New ☐ Adding Site ☐ Modifying Site

**Supplier Number:** \_\_\_\_\_ **Supplier Site Name:** \_\_\_\_\_  
**Country:** United States **Other:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**County:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**PAYMENT:** Payment Method: Electronic ☐ Check ☐ (Waiver Required)

**SITE USES AND TELEPHONE:**

**Purchasing Site** ☐ **Pay Site** ☐ **Primary** ☐

**Voice (Area Code & Number)** \_\_\_\_\_

**Fax (Area Code & Number)** \_\_\_\_\_

Note: Provide this information only if obtained at Contract award.

**SUPPLIER CONTACTS:**

1. Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_  
 Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 2. Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_  
 Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

**BANK:** Bank Name: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 Bank ABA Routing No: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Type: Checking ☐ Savings ☐

**PAST PERFORMANCE SURVEY**

Page 1 of 4

To: \_\_\_\_\_ (POC)  
 \_\_\_\_\_ (Firm's Name)  
 \_\_\_\_\_ (Telephone No.)  
 \_\_\_\_\_ (Fax No.)

My firm, \_\_\_\_\_, is currently bidding for a contract with the Federal Aviation Administration, Southern Region. I am requesting a performance reference. It would be greatly appreciated if you would take 5 or 10 minutes to complete the following information and via fax within three (3) days of receipt to my attention at: Fax \_\_\_\_\_.

If you have any questions or comments, feel free to contact me. Thank you in advance for your assistance.

Sincerely,

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Respond to the following on a scale of 1 to 5, with 3 being average or acceptable, and 5 being best.**

1. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirements and to successfully solve problems? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. To what extent did the contractor respond positively and promptly to technical direction, contract change orders, etc.? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. How reliably did the contractor follow through on commitments? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. To what extent did the contractor's management system provide visibility into problems and risks? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
5. How responsive do you think the contractor was to information requests, issues, or problems during the course of the contract? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

**PAST PERFORMANCE SURVEY**

Page 2 of 4

6. How effective has the contractor been in identifying user requirements? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
7. To what extent did the contractor have the ability to administer and manage the contract? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
8. To what extent did the contractor issue professional correspondence? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
9. How well did the contractor adhere to the Statement of Work? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
10. What was your level of satisfaction with the contractor's management and support staff? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
11. What was your level of satisfaction with the contractor's Supervisor(s)? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
12. To what extent did the contractor submit required reports and documentation in a timely manner? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
13. To what extent were the contractor's reports and documentation accurate and complete? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
14. To what extent was the contractor's maintenance and problem tracking/reporting documentation timely, accurate and of appropriate content? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
15. To what extent did the contractor comply with safety requirements? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
16. What was your level of satisfaction with the contractor's overall quality of service? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
17. To what extent was the contractor effective in interfacing with the Government staff? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
18. What was your level of overall customer satisfaction? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
19. To what extent were the contractor's employees experienced and qualified? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

**PAST PERFORMANCE SURVEY**

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**Respond: Yes or No.**

20. Were there any cure notices issued? Yes: \_\_\_\_ No: \_\_\_\_

21. Was contractor pro-active? Yes: \_\_\_\_ No: \_\_\_\_

22. Did contractor suggest cost-saving changes? Yes: \_\_\_\_ No: \_\_\_\_

23. Would you recommend this contractor? Yes: \_\_\_\_ No: \_\_\_\_

**For Federal contracts:**

24. Were there any Labor Department Investigations? Yes: \_\_\_\_ No: \_\_\_\_

24a. If yes, please describe reason and final outcome.  
\_\_\_\_\_

25. Were there any safety investigations? Yes: \_\_\_\_ No: \_\_\_\_

25a. If yes, please describe reason and final outcome.  
\_\_\_\_\_

26. Were there any security investigations? Yes: \_\_\_\_ No: \_\_\_\_

26a. If yes, please describe reason and final outcome.  
\_\_\_\_\_

27. Was there a partial or complete termination for default or convenience?

Yes: \_\_\_\_ No: \_\_\_\_

27a. If yes, please describe reason and final outcome.  
\_\_\_\_\_

28. Are there any pending terminations? Yes: \_\_\_\_ No: \_\_\_\_

29. What is/was the duration of the contract? \_\_\_\_\_



**PAST PERFORMANCE SURVEY**

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30. Were there any performance issues regarding the contractor's work? If yes, please describe.

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Please provide other comments:

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

FEDERAL AVIATION ADMINISTRATION  
NON-DISCLOSURE AGREEMENT

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I, \_\_\_\_\_, an individual official, employee, consultant, or subcontractor of or to \_\_\_\_\_ (the Authorized Entity), intending to be legally bound, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to Sensitive Unclassified Information (SUI) that is owned by, produced by, or in the possession of the United States Government.

As used in this Agreement, SUI covers any information which the loss of, misuse of, or unauthorized access to or modification of could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, as amended, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information categorized by the FAA, under FAA Order 1600.75, or other government agencies as: For Official Use Only (FOUO); Sensitive Security Information (SSI); Sensitive Homeland Security Information (SHSI); Protected Critical Infrastructure Information (PCII) and any other identifier used by other government agencies to categorize information as sensitive but unclassified.

I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of the information to which I am granted access as cited in this Agreement and in accordance with the guidance provided to me relative to the specific category of information. Furthermore, I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of SSI information as cited in this Agreement and in accordance with 49 CFR Part 1520, "Protection of Sensitive Security Information," "Policies and Procedures for Safeguarding and Control of SSI," as amended, and FAA Order 1600.75, "Protecting Sensitive Unclassified Information," and any supplementary guidance issued by an authorized official of the FAA.

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I understand and agree to the following terms and conditions of my access to the information indicated above:

1. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of information to which I have been provided conditional access, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.
2. By being granted conditional access to the information indicated above, the United States Government has placed special confidence and trust in me and I am obligated to protect this information from unauthorized disclosure, in accordance with the terms of this Agreement and the laws, regulations, and directives applicable to the specific categories of information to which I am granted access.

3. I attest that I understand my responsibilities and that I am familiar with and will comply with the standards for protecting such information that I may have access to in accordance with the terms of this Agreement and the laws, regulations, and/or directives applicable to the specific categories of information to which I am granted access. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding information under this Agreement.

4. I will not disclose or release any information provided to me pursuant to this Agreement without proper authority or authorization. Should situations arise that warrant the disclosure or release of such information I will do so only under approved circumstances and in accordance with the laws, regulations, or directives applicable to the specific categories of information. I will honor and comply with any and all dissemination restrictions cited or verbally relayed to me by the proper authority.

5. I hereby agree that material which I have in my possession and containing information covered by this Agreement, will be handled and safeguarded in a manner that affords sufficient protection to prevent the unauthorized disclosure of or inadvertent access to such information, consistent with the laws, regulations, or directives applicable to the specific categories of information. I agree that I shall return all information to which I have had access or which is in my possession 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to the FAA; and/or 3) upon the determination that my official duties do not require further access to such information.

6. I hereby agree that I will not alter or remove markings, which indicate a category of information or require specific handling instructions, from any material I may come in contact with, unless such alteration or removal is consistent with the requirements set forth in the laws, regulations, or directives applicable to the specific category of information. I agree that if I use information from a sensitive document or other medium, I will carry forward any markings or other required restrictions to derivative products, and will protect them in the same matter as the original.

7. I hereby agree that I shall promptly report to the appropriate official, in accordance with the guidance issued for the applicable category of information, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation, I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations.

8. If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to the information covered by this Agreement. This may serve as a basis for denying me conditional access to other types of information, to include classified national security information.

9. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of the information not consistent with the terms of this Agreement.

10. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to information in this context, the United States Government and may seek any remedy available to it to enforce this Agreement

including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subjected to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, or directives applicable to the category of information involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect any sensitive information to which I have been given conditional access under the terms of this Agreement.

11. Unless and until I am released in writing by an authorized representative of the FAA (if permissible for the particular category of information), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted conditional access, and at all times thereafter.

12. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.

13. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.

14. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958, as amended; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 USC 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 USC 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

15. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.

16. I represent and warrant that I have the authority to enter into this Agreement

17. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me any laws, regulations, or directives referenced in this document so that may read them at this time, if I so choose.

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FEDERAL AVIATION ADMINISTRATION  
NON-DISCLOSURE AGREEMENT  
Acknowledgement

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Typed/Printed Name:	Government/Department/Agency/Business Address	Telephone Number:
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I make this Agreement in good faith, without mental reservation or purpose of evasion.

Signature:

WITNESS:

Typed/Printed Name:	Government/Department/Agency/Business Address	Telephone Number:
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Signature: